



**IDENTIFICATION**

<b>Department</b>		<b>Position Title</b>	
Health and Social Services		Senior Health Privacy Officer	
<b>Position Number(s)</b>		<b>Community</b>	<b>Division/Region(s)</b>
49-14607		Yellowknife	Information Services

**PURPOSE OF THE POSITION**

The Senior Health Privacy Officer provides senior level health privacy policy expertise, analysis and strategic advice and leads in the development of new and the enhancement of existing health and social service policies concerning the privacy, security, collection, use, disclosure, destruction, access and management of health information. The Senior Health Privacy Officer provides this expertise, analysis and strategic advice to the Chief Health Privacy Officer, Department of Health and Social Services (DHSS) Senior Management, Health and Social Services Authority (HSSA) Executive Management, HSSA Quality Risk Managers, and private health care providers. The Senior Health Privacy Officer is responsible for ensuring GNWT health privacy policies and best practices comply with the Health Information Act (HIA). The position will play a leading role in the development of a Health Privacy Framework for the NWT and is expected to have significant influence on the promotion of a culture of health privacy within the NWT health system in the future. The strategic advice provided by the incumbent is critical to the NWT health system practicing balanced information sharing that will result in better patient care.

**SCOPE**

Reporting to the Chief Health Privacy Officer, the Senior Health Privacy Officer develops policies and is responsible for providing health privacy policy expertise, strategic advice and analysis in the areas of health privacy and security policy development. In developing policy, the Senior Health Privacy Officer works directly with DHSS Senior Management, HSSA Quality Risk Managers and Electronic Medical Record System (EMR) staff, private health care provider professional associations, and other GNWT Departments, as well as consulting and building relations with health privacy experts from other provincial/territorial governments

and federally funding agencies. The incumbent has significant latitude in developing policy, analyzing and making recommendations, and ensuring policies reflect the changing needs of the population, promote better patient care, and support the NWT Health Privacy Framework.

When developing new or enhancing existing policies, the Senior Health Privacy Officer is responsible for completing research and analysis, consulting with internal and external stakeholder groups, leading working groups, putting forward feasible recommendations, drafting policies, and preparing briefing material for Senior Management and the Minister to support the policies and recommendations.

The Senior Health Privacy Officer will play a leadership role in implementing the HIA by providing expert strategic advice to DHSS, HSSAs and private health care providers concerning the implementation of the legislation with respect to protection of patient privacy requirements and proper collection, use, disclosure, management, access, retention, destruction, and disposal of personal health information.

The Senior Health Privacy Officer will also develop and maintain a good understanding of all programs and services offered by the DHSS and HSSAs. The Senior Health Privacy Officer is responsible for providing timely, accurate and appropriate responses. Not meeting these goals will have an adverse impact on the Division's ability to fulfill its mandate and meet its overall goals and objectives.

The Senior Health Privacy Officer supports the Chief Health Privacy Officer in representing the Government of the Northwest Territories on Federal, Provincial and Territorial (FPT) committees addressing health privacy issues including the Pan-Canadian Health Information Privacy Group (representing federal, provincial and territorial Information and Privacy Commissioners and provincial Chief Privacy Officers). The Senior Health Privacy Officer liaises with health privacy officials in other provincial and territorial jurisdictions.

## **RESPONSIBILITIES**

### **1. Establish and Implementation of the Health Privacy Framework**

- Leads on and is accountable for the creation of a Health Privacy Framework for the NWT health system through policy development;
- Manages the development and implementation of privacy and security policies, procedures, safeguard measures and best practices associated with the collection, use, disclosure, access, management and auditing of personal health information processed and stored in Departmental and territory-wide information systems, to provide guidance to employees and contractors of the DHSS and the HSSAs on matters related to health information privacy and security;
- Manages the development of best practices and core principles and objectives for privacy and security policies, procedures and safeguard measures associated with the collection, use, disclosure, access, management and auditing of personal health information processed and stored in private health care provider electronic health

information systems across the NWT, such as systems set up in private pharmacies and private physician clinics;

- Manages the development of health privacy policies specific to de-identification standards, data matching, and data manipulation;
- Manages the development of health privacy policies specific to research and health system planning, evaluation and management;
- Manages the development of standards, best practices, templates, and tools for information sharing agreements, information management agreements, and research agreements to ensure compliance with the HIA;
- Leads on policy rationale development for regulations under the HIA; ensures HIA regulations reflect privacy program requirements;
- Leads general policy development in support of the principles of health privacy;
- Identifies and prioritizes emerging issues, overlaps or gaps in the policy framework and is accountable for proposing solutions, using problem solving and interpersonal skills and considering the overall strategic priorities of the NWT health system;
- Establishes and updates privacy breach protocols to be complied with by the DHSS, HSSAs, and private health care providers; and
- Communicates best practices and core principles and objectives to private health care providers; acts as knowledge resource for private health care providers; promotes a culture of health privacy across the NWT.

**2. Develops sound policy proposals reflective of existing legislation and GNWT strategic priorities.**

- Leads on policy initiatives and issues related to health privacy;
- Determines key conceptual issues i.e.: Potential impact on clients, health care providers, health information systems and financial resources;
- Develops plans to research legislation, policies, and principles related to health privacy and health information sharing;
- Conducts basic analysis of the financial implication of policies and legislative changes;
- Researches, reviews and compiles information from a variety of sources, including other jurisdictions;
- Evaluates the quality and reliability of research resources;
- Develops practical and reliable research resources;
- Applies problem-solving skills and is accountable for research put forward;
- Develops practical policy proposals, strategy papers and discussion papers;
- Develops systems for monitoring health privacy policies and legislation; and
- Assists in program evaluation.

**3. Represents the Department at intergovernmental and interdepartmental meetings.**

- Leads and participates in interdepartmental working groups and committees;
- Makes recommendations on departmental positions;
- Presents and explains departmental positions;
- Reports on discussions and makes recommendations for further action; and

- Reviews and comments on interdepartmental and intergovernmental committee documents.
- 4. Provides general policy support to the Division, Department and Senior Managers as required.**
- Develops briefing materials and prepares briefing notes and responses to correspondence;
  - Prepares consultation strategies;
  - Assists in the preparation, assembly and distribution of documents developed by the division; and
  - Participates in project teams and committees as assigned.
- 5. Communications**
- Works with Department, HSSA, and contracted Communications staff to develop and implement a public awareness campaign for the HIA;
  - Tracks and monitors public awareness and feedback related to the HIA;
  - Provides expert advice to the Chief Health Privacy Officer, Deputy Minister, Minister, HSSA Executive Management, Quality Risk Managers, EMR Administrators, and private health care providers with respect to health privacy;
  - Liaises with Departmental staff, HSSAs, the Office of the Information and Privacy Commissioner and private health care providers across the NWT to promote a culture of health privacy in the delivery and management of health services in the NWT;
  - Acts as a "designated contact person" carrying out the duties set out under section 12 of the HIA;
  - Supports the Chief Health Privacy Officer in communications with the Office of the Information and Privacy Commissioner on matters related to health privacy;
  - Supports the Chief Health Privacy Officer in representing the GNWT on FPT committees addressing health privacy issues, including the Pan-Canadian Health Information Privacy Group, to ensure that the interests of NWT residents and the GNWT are addressed in national privacy standards and programs; and
  - Contributes to the Government Response to the Standing Committee on Government Operations Report on the annual Information and Privacy Commissioner HIA Report.
- 6. Training**
- Oversees the development of the HIA Manual, form and template documents, and online workshops and tools; and
  - Develops training programs, conducts train-the-trainers sessions and oversees the delivery of training to employees and contractors of DHSS, HSSAs, and private health care providers across the NWT on information privacy and security policies, procedures, safeguard measures, best practices, and core principles to ensure compliance with the HIA.

## **WORKING CONDITIONS**

### **Physical Demands**

Consistent with a typical GNWT office environment.

### **Environmental Conditions**

Consistent with a typical GNWT office environment.

### **Sensory Demands**

Consistent with a typical GNWT office environment.

### **Mental Demands**

Competing demands around priorities may lead to some degree of mental stress. The incumbent liaises with senior staff and staff across the Department and HSSAs who may have differing priorities and opinions. A high level of concentration and attention is essential.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of health specific privacy legislation with knowledge of the NWT HIA considered an asset;
- Knowledge of public government privacy legislation, including the NWT ATIPP Act and privacy provisions of other NWT legislation;
- Knowledge of applicable federal, provincial and territorial privacy legislation such as the federal Personal Information Protection and Electronic Documents Act and Alberta's Health Information Act;
- Knowledge of health privacy policy frameworks and principles, including the Pan-Canadian Health Information Privacy and Confidentiality Framework and the CSA Model Code for the Protection of Personal Information and its application to the health care environment;
- Knowledge of Departmental goals and objectives and the political and social environment in which Department programs and services are delivered;
- Knowledge of legislation that affect the delivery of health and social services in the NWT;
- Ability to communicate effectively in writing and verbally to a variety of people with varying backgrounds, knowledge and levels of education;
- Ability to interpret legislation and suggest an appropriate means of action;
- Ability to develop policy;
- Ability to make effective oral presentations;
- Ability to lead and work effectively in teams;
- Project management skills;
- Leadership skills;
- Strong organizational skills;
- Strong communications skills;

- Training skills; and
- Strong research/analytical/problem solving skills.

**Typically, the above qualifications would be attained by:**

A Bachelor's degree in public administration, policy studies, or a related discipline with five (5) years of directly related experience working in the field of health privacy and policy development.

**ADDITIONAL REQUIREMENTS**

**Position Security (check one)**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

- French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
  - Basic (B)  Intermediate (I)  Advanced (A)
  - READING COMPREHENSION:
  - Basic (B)  Intermediate (I)  Advanced (A)
  - WRITING SKILLS:
  - Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

**Aboriginal language: To choose a language, click here.**

- Required
- Preferred